



PROPERTY MANAGEMENT NEWSLETTER

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MA-632 Mission

Policy
Data Management
Assessments



Celebrating Our Profession!

Welcome to the 5th edition of the Property Management Newsletter. It's been a busy few months since our last issue. In this edition, you will read about several property management accomplishments especially in the area of electronic recycling. Everyone in the DOE property management community contributed to these FY 2007 successes and you should be proud of the Department's record. Undoubtedly, our profession will kickoff FY 2008 with more property management success stories. Finally, in the spirit of knowledge sharing, we would like to hear from you if you have any articles or suggestions for the next Newsletter.

Thank you,

Jerry Hanley

What's new throughout the Government

NEWS FLASH !!!

The proposed FAR Parts 45 and 52 rewrites related to property management (FAR Case 2004-025), "Final Rule for Government Property", was finally approved on 2 March 2007. Publication was made on June 7, 2007.

General Services Administration

Shortened screening time for furniture

As of Sunday, November 19, 2006, all furniture items in FSG 71 that are reported to GSAXcess without an SRD will be assigned a screening time of 14 days. Records reported to GSAXcess with a screening time of more than 14 days will not be changed. Records reported to GSAXcess with a screening time of less than 14 days for furniture are not authorized. Prior to the systems change, furniture received 21 days of screening time like all other non-specialized commodities.

This systems change applies to all furniture items reported to GSA through either the batch process or on line. Furniture items reported to GSA on a hardcopy SF-120 and not entered into GSAXcess do not qualify for the accelerated screening time.

GSA has made this change because furniture is a bulky item that presents a storage problem for holding agencies and furniture is a commodity that is readily available throughout the United States.

If you have any questions regarding the shortened screening time for furniture, please contact Chris Willett of the U&D Branch by calling (703) 605-2873 or by email at Christopher.willett@gsa.gov.

From the Desk of MA 632

Property Records Management

Property records are the official records of DOE's property documenting accountability and disposition of the Department's assets. Accurate asset records and proper control of property must be maintained throughout an asset's life cycle. Additionally, property records must be readily available for audit or other purposes.

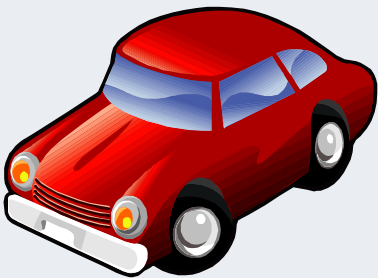
Remember, in cases involving property transactions that are contrary to a statute, regulation or DOE Directive, the approval for a deviation must always be memorialized in advance of the transaction. A deviation must be written memorandum format, signed by the Department's Property Executive or designated official, with a signed copy on file at your site. Deviations relating to personal property management can only be approved by the Office of Procurement and Assistance Management (OPAM).

Fleet Management

On January 24, 2007, President Bush signed Executive Order (EO) 13423, "Strengthening Federal, Environmental, Energy, and Transportation Management". This new EO consolidates and replaces five previous EOs including 13149. With respect to motor vehicles the new Order, using Fiscal Year (FY) 2005 baseline data, requires agencies to (1) reduce petroleum consumption by two percent annually through the end of FY 2015, (2) increase the total fuel consumption that is non-petroleum based by ten percent annually, and (3) use plug-in hybrid vehicles when they are commercially available at a reasonable cost.

The FAST FY 2007 data call will officially open on Monday, October 1, 2007. During the month of September, telephone-based training will be provided to all FAST users.

For more information on fleet management, please contact Helene Mattiello on 202-287-1593 or at helene.mattiello@hq.doe.gov.





Personal Property Management Benchmarking and Best Practices Guide

MA-632 has collected personal property management best practices (BP) and lessons learned from Department of Energy (DOE) sites, and posted the guide on the Property Management Webpage under the Personal Property Regulations and Guidance link. The guide was developed to assist Federal and Contractor personal property professionals in the communication/exchange of best practices and lessons learned within DOE. The BP Chart in the guide is separated in Life-Cycle Asset Management categories for easier viewing and is considered a living document so that future best practices and lessons learned may be included.

If you have any questions concerning the guide, or have a property management best practice at your site area, please call Gaynel Abadie, at (202) 287-1574 or send to Gaynel.Abadie@hq.doe.gov.

A Generic Success!!

Early last summer, we provided Organizational Property Management Officers and Department of Energy Purchase Card Officials with the generic access code and password to the Energy Asset Disposal System (EADS). Generic access allows existing users and potential new users such as federal and contractor procurement specialists to view Department assets currently being screened in EADS prior to purchasing a new asset. To date, GSA has recorded 487 "hits" on the generic access! That's an average of 60 sign-ons per month.

Agencies must look to and use excess personal property as the "first source of supply" when practicable. In other words, we need to make every effort to satisfy DOE requirements by first checking what we have within DOE before we expend the funds for a new procurement. If a user finds an asset that could be transferred instead of purchased, they will need to partner with their property management personnel who have normal access to EADS. Generic access does not allow users to initiate/process "Add to Cart" or "Freeze" actions. Multiple users can access the system using the access code and password at any given time, so don't be afraid to use it!

For more information regarding EADS, excess as first source of supply or the generic access to EADS, please call Beth Leykamm at (202) 287-1369 or by email at beth.leykamm@hq.doe.gov.

Spotlight on the Field

DOE Wins Two White House Agency Awards and Six Facility Awards for Electronics Stewardship

In April, DOE won the White House Agency Award for the Electronics Reuse and Recycling Campaign (ERRC) for the second year in a row, as seventeen DOE sites recycled more than 630,000 pounds of electronics in just four months. Two months later, DOE received the





first White House Closing the Circle Award for Electronics Stewardship because of the groundbreaking accomplishments of the DOE Headquarters Green Team, a coalition of staff from MA-632, MA-432, MA-61, HS-22, and the OCIO.

Additionally, six DOE sites, including the Strategic Petroleum Reserve (SPR), Pacific Northwest National Laboratory, Brookhaven National Laboratory, DOE Headquarters, Idaho National Laboratory, and the Pantex Site won national facility awards this Spring from the Federal Electronics Challenge or the ERRC. SPR won special recognition for recycling about 400 computer workstations, providing them to Katrina-impacted schools in the New Orleans area.

DOE is now recognized as a leading Federal agency in “electronics stewardship”, including the environmentally safe disposition of computers and monitors as well as the procurement of ‘green’ computers and their energy efficient operations and maintenance.

The Third Federal Electronics Reuse and Recycling Campaign will run from November 15, 2007, America Recycles Day, to March 15, 2008, for Earth Day. DOE site property managers and other staff are encouraged to sign up for the campaign and register their computer and monitor recycling totals by weight for the four month period.

For more information on electronics stewardship, contact Jeff Eagan, DOE Electronics Stewardship Coordinator (HS-22), at 202-586-4598 or Beth Leykamm, DOE Property Management Specialist (MA-632), at 202-287-1369.

DOE/NNSA Held 2nd Annual Oak Ridge Federal and Contractor Personal Property Summit

The U. S. Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) held the 2nd Annual Oak Ridge Federal and Contractor Personal Property Summit on Thursday, October 19. The Summit was the result of collaboration between DOE-ORO, NNSA, DOE Contractors, and the National Property Management Association – Smoky Mountain Chapter. Approximately 60 federal employees, contractor employees and private industry participants attended the Property Summit.

DOE has more than \$4B invested in personal property at sites under the purview of DOE-ORO and the NNSA Y-12 Site Office. The DOE-ORO office also provides support to the Pacific Northwest National Laboratory in Richland, Washington and the Thomas Jefferson National Accelerator Facility in Newport News, Virginia.

DOE-Oak Ridge Office Manager Gerald Boyd and Ted Sherry, Manager of the NNSA Y-12 Site Office opened the Summit by welcoming participants and highlighting the importance of the Summit to DOE. Presentations from Northrop Grumman and IDentiTRAK on unique identification and radio frequency identification technology provided an excellent opportunity for DOE to learn from private industry about the latest technology that is available for tracking personal property.

The Summit also provided discussion on protecting assets with a



presentation by the Department of Energy-Office of Inspector General and a canine security demonstration by Wackenhut Services, Inc., subcontractor, Search On Site.

The afternoon session highlighted a discussion of DOE FY07 Critical Property Issues and Challenges presented by Jerry Hanley, Director of the DOE-HQ Personal Property Management Division. A Property Managers Roundtable discussion on a variety of topics closed the day's activities.

The property summit provided an excellent opportunity for both Federal employees and the contractor community to further understand the necessity of responsibility and accountability of personal property. It is anticipated that this summit will be an annual event for the DOE/NNSA Oak Ridge community to continue to promote partnership, accountability and reutilization of property across the DOE complex.

NPMA CSRA Chapter Educational Seminar 19 October 2006

The CSRA Chapter of the NPMA on Thursday October 19, 2006 presented its annual one day Educational Seminar at The River Golf Club, 307 Riverside Blvd. North Augusta, SC. There were twenty-seven (27) members and seventeen (17) guests in attendance. This year's seminar offered a wide range of topics and provided a learning opportunity to enhance professional skills and allowed time to network with fellow property professionals.

Paul Nesbitt, Executive Director of the National Property Management Association, spoke about the advantages of membership in the Association, and its mission to advance the profession of property management.

Tom Robinson, Procurement Manager, Washington Savannah River Company (WSRC), discussed "Today's Simplified Supply Chain". Tom explained about today's supply chain and how it goes from requisition to final disposition using a method known as cradle to grave.

Ron Simpson, Assistant Manager for Contract Management and Business, NNSA-SR, provided a briefing on NNSA activities at the Savannah River Site and on NNSA's Supply Chain vision, which included Property Management. The NNSA defines its Supply Chain as "an evolutionary approach directed at full collaboration and integration of processes using technology and best practices to improve the efficiency of the NNSA Enterprise. Property Management uses the Objectives Matrix to measure performance against standards and posts results and lessons learned on an electronic bulletin board (called the "portal").

Dan Critchfield, Property Manager, WSRC, discussed the advantages offered to a business enterprise when their automated Property Management System was integrated with other enterprise financial and administrative systems. The relational databases used by

businesses today allow us to store and update key information in one place and then use it interchangeably throughout the enterprise. Personnel data managed by Human Resources, cost data maintained by Finance, and property data we maintain can, and should, be available and used in all systems. Dan talked further about the ad hoc query tools, data warehouses, executive "dashboards" and data mining technologies available to facilitate multi-discipline data sharing, analysis, reporting and decision-making.

Raam Vichare, Vice President Eastern Region, NPMA, spoke on "The Seven Sins of Property Management". Raam explained in detail how property managers don't clearly identify property management responsibilities. He also spoke of controls that are implemented within your system should be reasonable and effective dependent on asset verses risk.

Tim Armstrong, Department of Energy Savannah River Operations (DOE-SR) Property Manager, provided much insight on the importance of strategic planning and the inclusion of personal property management at the beginning of an acquisition strategy. Many times asset management is not an active participant at these critical meetings and the consequence can create for the Department of Energy (DOE) and other agencies unnecessary risks and additional cost to the bottom line. This presentation provided for visual illustrations and real examples of areas where he had encountered conditions whereby failure to include asset management at the planning stage proved to be an error in judgment. Mr. Armstrong's solution directed the audience to the DOE Property Management Council and their activities associated with the implementation of Policy Flash 2006-50, Integrating Acquisition Planning Processes with Added Emphasis on Lifecycle Asset Management, where he provided copies of the document. He concluded his discussion outlining the processes used for project material control and the project manager's role and responsibility verses the asset manager's role and responsibility.

Fred Simmons, WSRC Chemical Management, discussion was on Chemical Safety & Lifecycle Management. Chemical safety relates to the safe use and storage of chemicals. Fred's topic embraced the concept of managing the lifecycle of chemicals in conjunction with chemical safety within the context of Integrated Safety Management (ISM), to ensure that all aspects of chemical safety and management are addressed and coordinated. The process starts with pre-acquisition planning which addresses hazards identification, hazards analysis, hazards control, transportation, inventory & storage, inventory tracking, emergency response, and training & utilization of the substance.

Dave Hepner, DOE-SR Economic Development Program Manager, presentation was on Economic Development. His focus was on the positive benefits and impact this activity has on the community using government asset as a means of opportunities through the Community Reuse Organization. This program has helped provide for jobs and millions in capital investment in new and expanded businesses in the region.



The Property Newsletter is published by MA-632. Our goal is to provide property management personnel with information on current events and improve communications within our line of business. We encourage all constructive comments and recommendations on how to better serve our customers. Information and articles for publications are welcome and should be sent to Beth by e-mail at beth.leykamm@hq.doe.gov.

For additional information on property management, visit our website often at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>

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